

Readiness Guide

This document is intended to outline some courses I believe will be instrumental to your growth as a person. They are not intended to get you a job. However, I strongly believe that with these tools in your arsenal, you'll have as much as it takes to kickstart your career and become a thoroughly furnished individual and completely acceptable by any recruiter.

Personal Branding

“Personal branding is the conscious and intentional effort to create and influence public perception of an individual by positioning them as an authority in their industry, elevating their credibility, and differentiating themselves from the competition, to ultimately advance their career, increase their circle of influence, and have a larger impact.” **-- Wikipedia**

Speak English Professionally

Do you want to speak better English? This course will help you reach that goal. Speak English Professionally: In person, Online and On the Phone will boost your English speaking skills. In this 5 week course, you will learn how to identify and make a strong personal introduction. You will develop and demonstrate the speaking skills for group discussions: how to agree or disagree, how to clarify, restate and summarize. You will review and practice how to give information and respond to requests on the phone. You will prepare and give a sales “pitch”, introducing a product or service. Throughout the course, you will adjust how you speak English and you will become more fluent and accurate when you speak. You will demonstrate culturally appropriate body language and tone. As you work through the course, you will complete self and peer evaluations. Through a combination of lectures, comprehension and vocabulary quizzes, practice and performance, you'll gain the skills and confidence to communicate well in English, anywhere in the world. **-- Obtained from the course info section**

Strengthen Your LinkedIn Network and Brand

Networking is an essential job search skill. In this course, you'll learn strategies and tactics for effective networking. You'll learn to make personal connections in-person and online. You'll discover how to establish rapport with recruiters, employers, and industry professionals. You'll learn how to craft a professional narrative and elevator pitch. You'll get tips to optimize your LinkedIn profile and write emails that get replies. We give you the confidence you need to make personal connections and improve your job search.

-- Obtained from the course info section

A.O.Anderson

Craft Your Cover Letter

Introduce yourself with a memorable cover letter. In this short course, you'll use proven writing techniques to show why you are the best person for the job. You'll learn how to research company values, target your pitch, and craft an authentic story that connects with their mission. We give you the research and writing tools you need to show why you're the best person for the job! -- ***Obtained from the course info section***

Refresh your Resume

Your resume is the first step in the job search. Through this course, you will identify the companies you want to work for, and showcase your key achievements to align with their roles. With our proven industry framework, you will build a tech-focused resume that will help you get noticed and land the interview. -- ***Obtained from the course info section***